

DO-IT-YOURSELF (DITY) MOVE CERTIFICATE

(THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974-SEE REVERSE FOR STATEMENT)

I CERTIFY THE FOLLOWING AMOUNTS AS EXPENSES INCURRED IN MAKING MY DITY MOVE

FROM (OLD LOCATION)

TO (NEW LOCATION)

PAYMENTS TO VEHICLE RENTAL COMPANIES: FOR MOVING VEHICLE RENTAL,  
AMOUNT

(THIS FIGURE MUST BE SUBSTANTIATED WITH A COPY OF THE MEMBER'S  
CONTRACT WITH THE RENTAL COMPANY.)

GASOLINE AND OIL EXPENSES

OTHER ITEMIZED EXPENSES. (LIST TYPE OF EXPENSE i.e. TOLLS,  
WEIGHT TICKETS, PACKING MATERIALS, ETC.) DO NOT INCLUDE LODGING,  
MEALS & PRE/POST MOVING EXPENSES.

TOTAL MOVING EXPENSES CLAIMED

ADVANCE PAYMENT	VOUCHER NUMBER	SYMBOL NUMBER	AMOUNT PAID	DATE
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I UNDERSTAND THE PENALTY FOR WILLFULLY MAKING A FALSE STATEMENT  
OR CLAIM IS A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 15  
YEARS OR BOTH IN ACCORDANCE WITH 18 U.S.C. 287 AND 18 U.S.C.  
1001.

SIGNATURE

GRADE

SSN

DATE

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NOTE: EXPENSES CERTIFIED ON THIS STATEMENT REDUCE TAXABLE INCOME  
REPORTED ON W-2 & MAY NOT BE CLAIMED AGAIN AS MOVING EXPENSES. TAX  
WITHHOLDING WILL BE 28% OF PROFIT (ENTITLEMENT MINUS EXPENSES). THIS  
MAY INCREASE OR DECREASE YOUR FINAL TAXABLE INCOME RATE.

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## DITY INSTRUCTIONS

### DOCUMENTS REQUIRED FOR YOUR FINAL SETTLEMENT

1. DD Form 2278 w/ Disbursing Payment Voucher. If you did not receive an advance check, submit the original DD Form 2278.
2. Original plus one (1) copy of your certified weight tickets (empty and full).
3. Copy of orders with any endorsements to the orders.
4. Carbon copy of the paid truck or trailer rental contract
5. DD Form 1351-2.
6. Do-It-Yourself Move Certificate. You must fill out this form prior to submitting. Keep all receipts for your own records (Marine Corps Only). **NAVY PERSONNEL:** You must submit all receipts for your moving expense.

### ADDITIONAL DOCUMENTS REQUIRED IF USING A POV (Truck OR Trailer)

1. Copy of your vehicle registration.
2. Copy of proof of insurance
3. Copy of your driver's license.
4. If the vehicle is not registered in your name, you must have an original note from the registered owner of the vehicle authorizing you to use the vehicle for your move.

### DOCUMENTS MUST BE MAILED WITHIN 45 DAYS OF MOVING

Keep copies of all documents for your own records and mail your package to:

Comp Trans Vouch Cert Branch  
ATTN 470 TVCB  
814 Radford Blvd Ste 20318  
Albany GA 31704-0318

Commanding Officer  
Navy Material Transp Supt Ctr  
1667 Piersey Street Code 014.2  
Norfolk, VA 23511-2806

Allow **6 weeks to 4 months** for your final settlement and/or reimbursement for storage. If after 3 months you have not received your settlement: **Marine Corps** personnel may call **229-639-5678** on *Tuesdays and Thursdays* only; you may also reach the TVCB via the web site <http://www.ala.usmc.mil/dity/>. Navy personnel may call **1-888-742-4467** or **(757)-444-7889**.

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Claims for loss and damage will generally not be paid except due to an "Act of God" situation where the member is free of any negligence. Any military installation can assist in filing a loss and damage claim.

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**SCALES** Our scale house is located at Bldg 1101. Hours of operation are **Monday thru Friday from 0800 - 1600** and there is **no charge for the use of the base scales**. If you are using the scales in Twentynine Palms, they are located off Adobe Rd at **MONUMENT MOVING AND STORAGE**. Their hours of operation are **Monday thru Friday from 0730-1630**. Please contact them at 367-1080 for costs.

### REIMBURSEMENT FOR STORAGE

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If storage is necessary, property must be put in storage at your own expense. Once property is removed from storage, take your original paid receipts and copies of the DITY move paperwork to the nearest TMO for assistance in filing for your storage reimbursement. 90 days storage is authorized. Additional storage must be approved by the destination TMO.  
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